

~~CONFIDENTIAL~~

15 APR 1960

MEMORANDUM FOR: Chief, Technical Accounting Staff

SUBJECT : Accruals of Costs Incurred under Authority of Blanket Travel Orders - Confidential Funds

REFERENCE : Staff study dated 19 February 1960 - same subject

1. Referenced staff study evaluates the advisability of recording estimated accrued confidential funds travel costs incurred by Agency components under authority of blanket travel orders. It points out that although the estimated accruals of vouchered funds travel costs recorded by the Fiscal Division cover travel performed under authority of both regular and blanket travel orders, the estimated accruals of confidential funds travel costs recorded by the Finance Division represent only accrued costs of regular travel orders. With respect to the problem of accruing costs under confidential funds blanket travel orders, the staff study contains a recommendation that only the costs to be incurred under authority of confidential funds blanket travel orders issued by TSS and the Office of Security be accrued at this time. This recommendation was based on the following facts:

a. Over [REDACTED] Agency employees who are authorized to travel under confidential funds blanket travel orders are represented by four Agency components as indicated below:

25X9

[REDACTED]

25X9

b. The total monthly costs of such travel for each of the four components was estimated to be as follows:

[REDACTED]

*Headquarters personnel only. Travel costs of field personnel are included in accruals for field offices.

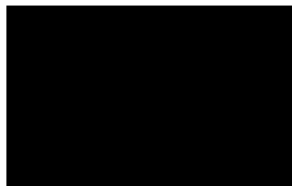
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2. Based on the verbal approval of the staff study by the Deputy Comptroller and in accordance with your request, I contacted Mr. [REDACTED] Chief, Budget/Fiscal, TSS, and Mr. [REDACTED] Chief, Budget/Fiscal, Office of Security, to request their concurrence in the above recommendation and their compliance with respect to providing Finance Division with accrual data for travel performed under authority of blanket travel orders.

3. Messrs. [REDACTED] concurred in the recommendation and indicated their willingness to provide the Finance Division with the accrual data needed. Accordingly, it was agreed that on or before the 30th of each month, these offices would transmit to the Chief, O&L Branch, Finance Division, a report showing, by cost accounts, an estimate of the cost chargeable to confidential funds, of travel ordered during the current month under authority of blanket travel orders, the accounting for which had not been submitted to the Finance Division.

4. Mr. [REDACTED] Chief, O&L Branch, was advised of the above action and stated that the reports as outlined would permit accrual of costs as set forth in referenced staff study.



CONCUR:

[REDACTED]

Chief, Technical Accounting Staff

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TAS/[REDACTED]:fmd (15 April 1960)

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